

**\*\*Please Note: Items to be placed on the Meeting Agenda must be submitted by 4 p.m. on the preceding Friday\*\***

# MOULTONBOROUGH RECREATION DEPARTMENT

## ADVISORY BOARD

### ***Mission Statement***

The mission of the Advisory Board to the Moultonborough Recreation Department is to provide the public a standard of excellence in programs and services in a cooperative spirit that encourages participation in recreation, sport and leisure activities, while carefully promoting and utilizing recreational resources and facilities available in the community.

### ***Purpose***

The principal function of the Advisory Board is to serve as a communication bridge between the Recreation Director, the Board of Selectmen and the Community and to promote programs and services to encourage support from our community through input and participation.

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Monday, August 18, 2014

7:00 P.M.

Davis Room, Town Hall

**Present: Al Hume, Carla Taylor, Celeste Burns, Jim Duddy, Matt Swedberg**

**Absent: Chris Shipp**

**Community Members: Paul Punteneiri, Nancy Wright**

### **DRAFT MINUTES**

- I. CALL TO ORDER: Carla called the meeting to order at 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. REVIEW / APPROVAL OF July 14, 2014: Al moved and Jim seconded to approve the Minutes. Approved. Al welcomed Board of Selectmen member Paul Punteneiri (?sp) to our meeting.
- IV. NEW BUSINESS
  - a. *Review of Terms*: Carla asked to review when terms ended as her list is outdated. It was noted that Jim replaced Morgen. Al and Celeste just renewed their 3 year term. Hope had asked Chris to renew but it is unknown if he had done so. Carla contact Hope to get the list. Celeste also offered to provide same.

- b. *Review of Positions:* Carla reviewed the current positions of the Board and no changes were noted.
- c. *Review of Posting Procedures:* Minutes should be sent to Donna Tatro who posts at her earliest opportunity. Carla would like the Minutes posted on Friday. Celeste noted that the statute requires posting within 5 business days and she generally completes the Minutes on the weekend following the meetings. Celeste also asked to go on the record against a recent complaint filed against the MRD in regards to the posting of Minutes.
- d. *Review of writing of Minutes asked for by Chris Shipp would like discussion:* Carla tabled this item in Chris' absence. Celeste took this opportunity to bring up the RSA that governs Minutes as she believes the Board's Minutes have become very lengthy, wants to make sure they are not opinions and quote members correctly, and believes the Board should follow the law as written. She made a motion to follow RSA 91-A:1-a (subsection e: 1-4) and read the dictates of the statute into the record. Jim seconded the Motion. Discussion ensued regarding the Motion. Jim inquired as to who is required to follow the law and it was confirmed that both the Town and State follow same. It was also discussed that Al had previously disseminated all the RSAs that were pertinent to our meetings (Right to know, non-public meetings, Minutes) in a packet that was helpful to the members and it was determined that he would make packets for Matt and Jim. Motion carried.
- e. *Letter submitted to BOS RAB representative and follow up:* Carla read a letter into the Minutes that she submitted to the BOS. Carla received a response that the matter was addressed and she was assured that Minutes will be posted correctly. Discussion on this subject matter centered on the handling of the Minutes. Carla sought confirmation that all present, including Board and MRD staff, knew that the Minutes were to be posted as received and the place

for changes would be at the following meeting. She added that any questions should be directed to her personally as Chair. Paul asked to speak to this issue on behalf of the BOS and stated that the Board is in agreement that it won't happen again and he did not realize the town's policy was to post online within 5 business days (as opposed to available hard copies). He also hopes the RAB can regroup and move on from this issue. Donna added that the Minutes were available in hard copy within the legal time frame in question. Carla confirmed that the MRD simply provides a service to the Board by posting the Minutes and keeping hard copies. Donna was asked to post them on Friday if possible and she reiterated that she will post upon receipt as soon as is possible by her staff. Celeste added that the RSA requires that the Minutes be "open to public inspection not more than five business days after the meeting."

f. *Review of First Meeting Minutes and review for current goals:*

Carla put this item on the Agenda about the first meeting ever and as the remainder of the Board had not reviewed she asked all to review the Minutes of November 14, 2007 so that the initial goals could be discussed at a later meeting. It included 4 pages of brainstorming from the Board and included Donna and Hilary Bride's (former asst rec. dir.) input. Carla hopes to get some common goals to move forward with as a Board.

g. Carla recognized Donna's achievement in receiving the National Award for the "Every Child is Ours New England Women of the Year" that she will receive on September 19<sup>th</sup> at 6:00 p.m. at Hart's Turkey Farm. All are welcome. The Board all congratulated Donna on her achievement.

v. OLD BUSINESS

- a. *Summer Use of Schools:* Donna replied that they are done for the Summer and have met with Sue Noyes and Kay Parenelli in

regards to finding gym space for the Winter fthe hopr regards to regards to using the gym for the CATCH and possibly other programs. Discussion ensued about the specifics of CATCH (Comprehensive Approach to Childhood Health) and the need to have a large space available. Questions were asked about holding it outside or at the Lions Club but due to the various exercises the MRD has determined that it is really gym-centric. CATCH has been done both before and after school and the biggest success has been with K-2. The Wellness Comm. has also been involved in promoting the program. She is putting together a proposal for the administration.

- b. Update on gym facility: Donna asked for Paul to give a run-down of current status and he discussed the findings from the recent site study comm. that assisted the BOS with determining a recommended site behind the school property with parking possibly on the Adele Taylor Property. The BOS is looking at Nov. 21<sup>st</sup> as a goal date to wrap up focus groups and surveys in regards to the proposal and is hoping their efforts target the whole community.

- VI. RECREATION DEPARTMENT REPORT: Donna verbally highlighted recent events including a very successful Cabbage Island clambake in July. Camps have all concluded and guards will all be relieved of duty as of Friday, August 22<sup>nd</sup>. Early bird Soccer and volleyball registrations end the 19<sup>th</sup>, last day is 8/26. Drama camp ended last week and Celeste inquired about Children's Stage Adventures as she was impressed by the play and also that non-resident children attended the camp. Meredith has one the week after and children are encouraged to go to both. Road race had a good turnout. Wednesday is first pickleball tourney. Lighthouse tour has a long waitlist. Carla inquired about Soccer start and clinic

dates and Donna did not have the information available but will provide asap. Practices/Games will not be on new field until further notice. Code on Conduct is in force. Carla requested that Donna provide the Board with a written copy of what has been done plus any highlights and, more importantly, any assistance the Board could provide for upcoming programs, and Donna agreed to do so.

- VII. CITIZEN/MEMBER INPUT: Nancy Wright asked about the summer program and if MRD used the schools. Donna answered in the negative. She also asked for clarification of the ages for CATCH and if it was similar to MCS brain breaks. Donna explained that it could encompass all ages but they are having the most success with younger ages. Celeste added that the breaks are generally 10 minutes or less that can be performed in the MPR or even a hallway.

- VIII. NEXT MEETING DATE: Carla thanks Paul and Nancy for coming and stated that the next meeting will be September 8, 2014

- IX. ADJOURNMENT: Celeste made motion to adjourn at 7:57. All seconded. Approved.

Respectfully Submitted,  
Celeste Burns, RAB Secretary